

**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
CRITERIA AND PROCEDURES FOR PROMOTION IN RANK
FOR FULL-TIME FACULTY
ADMINISTRATIVE PROCEDURE
Effective May 4, 2017**

In accordance with the West Virginia Council for Community and Technical College Education, Title 35 – Series 9, the following criteria and procedures for promotion in rank will be utilized for all full-time faculty, which states: “Consistent with W.Va. Code 18B-1-6, 18B-1B-4 and 18B-7-4, Title 133, Procedural Rue, W. Va. Higher Education Policy Commission, Series 9, effective January, 2004, there shall be demonstrated evidence that the promotion is based on a wide range of criteria: excellence in teaching, significant contribution and service to the college community, quality experience, academic achievement, professional and scholarly activities and recognition, adherence to professional standards of conduct, potential for continued growth and service to the people of the State of West Virginia.

I. Initial Appointment

1. The following academic rank titles are authorized for all full-time college faculty, including Instructional Specialists: Instructor, Assistant Professor, Associate Professor, and Professor.
2. Initial faculty appointments may be at the rank of Instructor, especially for those faculty hired with a bachelor’s degree or less; however, if an individual possesses, a graduate or advanced degree (Master’s for (career/technical programs); Ed.D, PhD, MD, or JD) for College parallel programs from an accredited institution, OR more credentials than are required to be eligible for the position for which he or she applied, it is recommended that he or she, upon recommendation of the Vice President of Academic Affairs to the President, be offered an initial appointment at the rank of Assistant Professor. (Refer to credentialing requirements for faculty on the Academic Affairs web page for information on minimum requirements for specific programs and departments.)
3. Every effort will be made to find faculty who possess a master’s degree. Some areas, such as the academic disciplines in College parallel programs, require a minimum of a master’s degree. In some specialized fields, the master’s degree can be waived in the hiring process if experience, training, and/or professional certification of the individual are approved as acceptable substitutions. Such a waiver will be requested of the Vice President of Academic Affairs (VPAA) upon the recommendation of a candidate. The VPAA will review the individual’s credentials and provide documentation for the approval of such a waiver. If a decision is made to hire an individual who does not meet the minimum requirements of the position, the initial appointment letter may also include additional education, certification, or training requirements that must be completed by the faculty member, within a specified time frame, to continue their employment. This determination is made by the VPAA. If the individual did not meet the minimum requirements of the position at the time of the initial hire, educational or training requirements for continued employment may not be used for promotion. This should be clearly explained and specified in the initial appointment offer that is made to the faculty member. (*Exception: According to state guidelines, Nursing faculty may be hired with a Bachelor’s degree as long as the candidate develops a plan of action to make progress toward a Master’s degree within a specified period of time, which is to be approved by the VPAA. Since career/technical programs do not require a Master’s for initial appointment, graduate credit hours obtained by Nursing faculty under said plan of action may be used for promotion for Nursing faculty only).

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II. Advancement in Rank

1. Promotion in rank recognizes exemplary or meritorious performance, additional professional development, certification, licensure, and/or educational attainment, and years of full-time relevant work experience of a faculty member. The evaluation for promotion in rank provides the opportunity to assess a faculty member's growth and performance and to reward him or her for their dedication, service, and commitment to WVNCC. Advancement in rank is not an automatic procedure. Applicants must meet all criteria for advancement in rank and submit all required documentation by the dates specified in this document.
2. Promotion decisions are based on the professional qualifications of a faculty member, including performance specific to the candidate's professional responsibilities and duties. The specific areas in which faculty are evaluated for promotion shall include those areas consistent with the College's faculty evaluation process, as outlined in the current approved Faculty Evaluation document (generally Teaching, Service, and Professional Development).
3. In order to be an eligible candidate for promotion in rank, applicants must meet minimum Requirements either through "Standard Academic Criteria" or "Alternate Training & Experience" (see Table 1). (Applicants must have evidence of approval of his or her Division chair for all credit hours to be used under "Standard Academic Criteria", or hours to be used for "Alternate Training & Experience" prior to obtaining those hours via approved travel requests, approved professional development requests, merit pre-approval forms, or an email from the Division Chair or VPAA (in the absence of the Division Chair), to the faculty member, approving the request and documented in the annual Faculty Evaluation documents.)*

To be an eligible candidate for promotion, if "Standard Academic Criteria" are being used, all minimum educational requirements for promotion to the requested rank must be completed by January 1st of the academic year in which application is made. Official transcripts documenting successful completion of the required number of hours of coursework, or degree(s) must be on file with the Human Resources Office no later than the 2nd Friday in January of the academic year in which application is made in order for the promotion to be awarded for the next academic year. If "Alternate Training and Experience" are being used, appropriate documentation and verification of approved hours of coursework, training or continuing education, including certifications must be submitted to the Division Chair with the Promotion Portfolio no later than the 2nd Friday in February of the academic year in which application is made in order for the promotion to be awarded for the next academic year (beginning in August).

* Grandfathering clause: Within the first three years after the effective date of this policy, faculty members who were not aware they would need pre-approval for "approved" hours may request a review of their professional development documentation for the last 3-5 years by their Division Chair and the VPAA, who may recommend that some or all of it be counted towards "approved hours"

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All college credit being requested for consideration under the "Standard Academic Criteria" must have been obtained through a regionally accredited college or university. Hours of being used under the "Alternate" criteria must have been pre-approved by the Division Chair during the year(s) they were completed, and will be compiled on or before the third Friday in September of the application year (before the applicant submits their intent to apply for promotion on the 4th Friday in September of the application year.) Anticipated completion of college courses or degrees, letters from instructors, posted grades, or any other documents are not acceptable.

4. In order to be an eligible candidate for promotion in rank, applicants also must have completed all WVNCC years of service and years of service in rank requirements on or before the 4th Friday in May of the academic year in which application is made. For example, a faculty member who begins his/her initial appointment in August will be eligible to apply for promotion during the year that appears in Table 1 that specifies required years of service for the "Standard" or "Alternate" criteria, provided that they meet that requirement by the 4th Friday in May of the current academic year. If all other criteria for promotion have been met, and the faculty member does not complete the full year of employment required for promotion to that particular rank by the 4th Friday in May of the academic year in which application is made, the promotion award will be granted the following academic year as soon as years of employment requirement is met.

5. Applicants who received an initial appointment to the rank of Assistant Professor may waive the years of service required as a full-time Instructor at WVNCC for promotion to Assistant Professor, but are still required to complete the minimum years of service to the College as specified in Table 1 to be eligible to apply for promotion to Associate Professor.

6. The promotion process is confidential. Promotion Committee members, Division Chairs and the VPAA must maintain strict codes of confidentiality regarding applicants' promotion materials, discussions, recommendations and any and all information related to the promotion process. Those involved must have respect for the process and the persons involved. Anyone violating the codes of confidentiality regarding the promotion process may be subject to disciplinary action under the College's current rules and procedures for disciplinary action.

III. Criteria for Placement and Promotion in Rank

Instructor

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Initial hire represents a minimum credential of: Associate degree or appropriate, extensive trade experience (defined as 5 years of full-time professional work or trade experience in the field), with or without certification, (OR 3 years of relevant full-time work experience with licensure or certification in the field) determined to be adequate to provide quality instruction in the discipline by the College for career/technical programs, or the Associate or Bachelor's degree and appropriate experience or certification determined to be adequate to provide quality instruction in the discipline; Master's degree for College parallel programs.

Assistant Professor

1. Holds present rank as Instructor
2. Has served as a full-time instructor at WVNCC for the minimum number of years specified in Table 1, depending upon under which criteria they are applying (completed no later than the 4th Friday in May of the year in which the application is made) at WVNCC (unless the initial appointment was to Assistant Professor).
3. Has completed the minimum educational or training requirements and years of full-time relevant work experience as specified in Table 1 for Career/Technical programs or College Parallel programs under either the "Standard" or "Alternate" criteria, unless the individual already possesses an advanced degree (Ed.D, Ph.D, MD, or JD), or already exceeds the criteria for promotion to Assistant Professor as specified in Table 1 , in which case this requirement will be waived.
4. Demonstrates proficiency in achieving above average to excellent scores on the majority of evaluations from students, supervisor, and peers using current College evaluation instruments. Demonstrates teaching excellence, meritorious service to the College or community, and evidence of continuing professional development, achieving a total score on the majority of his or her annual evaluations (see Table 1) during the years of service in the current rank required for meritorious designation and included in the Promotion Portfolio.
5. Submits a Self-Evaluation (included in the Promotion Portfolio) which provides evidence and documentation of achievement, proficiency and growth in the following areas:
 - a. Teaching - The ability to develop a new course, rewrite an existing course, use instructional technology effectively, and/or develop an on-line course alone or in conjunction with other faculty members.
 - b. Service - Contributes to his or her Division and the College through sharing, promoting, and implementing ideas related to effective instruction, and participating in activities and serving on committees within the Division, the College, and/or the community (College Service).
 - c. Professional Development - Demonstrates a commitment to professional development through successfully completing additional undergraduate or graduate hours, or additional degrees, as

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required for promotion to this rank, reading professional/ trade journals and incorporating current ideas and trends into their discipline , attending workshops, seminars, and training sessions relevant to subject matter, teaching effectiveness, and/or obtaining and maintaining professional licensure required for program accreditation, and participating in professional activities (state or national boards, advisory committees, or professional organizations) in the discipline or the field.

Associate Professor

1. Holds present rank as Assistant Professor.
2. Has served as a full-time Assistant Professor for the minimum number of years in rank, and completed the required years of college service as a full-time faculty member by the 4th Friday in May, as specified in Table 1, depending upon under which criteria they are applying
3. Has completed the minimum years of total college service as a full-time faculty member by the 4th Friday in May as specified in Table 1, depending upon under which criteria they are applying.
4. Has completed the minimum educational or training requirements and years of full-time relevant work experience, as specified in Table 1 for Career/Technical programs or College Parallel programs under either the "Standard" or "Alternate" criteria, unless the individual already possesses an advanced degree (Ed.D, Ph.D, MD, or JD), or already exceeds the criteria for promotion to Associate Professor as specified in Table 1, in which case this requirement will be waived.
5. Demonstrates proficiency in achieving above average to excellent scores on the majority of evaluations from students, supervisor, and peers using current College evaluation instruments for teaching, service, and professional development, achieving a total score on the majority of his or her annual evaluations (see Table 1) during the years of service in the current rank required for meritorious designation and included in the Promotion Portfolio.
6. Submits a Self-Evaluation (included in the Promotion Portfolio) which provides evidence and documentation of achievement, proficiency and growth in the following areas, as well as maintaining those required at lower ranks:
 - a. Teaching - Develops and utilizes new methods, media, and resources to enhance student learning.
 - b. Service - Demonstrates the ability to contribute to the Division and the College by assuming leadership roles in college governance, co-curricular activities (club advisor), or instructional technologies.
 - c. Professional Development - Demonstrates a commitment to professional development through successfully completing additional graduate hours or graduate degrees as required for this rank, reading professional/ trade journals and incorporating current ideas and trends into their discipline, attending workshops, seminars, and training sessions relevant to subject matter or teaching effectiveness, and/or obtaining and maintaining professional licensure required for program accreditation, and participating in professional activities (state or national boards,

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advisory committees, or professional organizations) in the discipline or the field, and effectively representing the College in this capacity.

Professor

1. Holds present rank as Associate Professor.
2. Has served as a full-time Associate Professor for a minimum of the required number of years by the 4th Friday in May, as specified in Table 1, depending upon under which criteria they are applying.
3. Has completed the minimum years of total college service as a full-time faculty member by the 4th Friday in May, as specified in Table 1, depending upon under which criteria they are applying.
4. Has completed the minimum educational or training, and relevant full-time work experience requirements, as specified in Table 1 for Career/Technical programs or College Parallel programs under either the "Standard" or "Alternate" criteria, unless the individual already possesses an advanced degree (Ed.D, Ph.D, MD, or JD), or already exceeds the criteria for promotion to Professor as specified in Table 1, in which case this requirement will be waived.
5. Demonstrates proficiency in achieving above average to excellent scores on the majority of evaluations from students, supervisor, and peers using current College evaluation instruments for teaching, service, and professional development, achieving a total score on the majority of his or her annual evaluations during the years of service in the current rank required for meritorious designation and included in the Promotion Portfolio.
6. Submits a Self-evaluation (to be included in the Promotion Portfolio) which provides evidence and documentation of achievement, proficiency, and growth in the following areas, as well as maintaining those required at lower ranks:
 - a. Teaching - Develops and utilizes new methods, media, and resources to enhance student learning; serves as a role model or mentor to other teachers, provides guidance or training to other instructors regarding excellent teaching, assists with observation of full-time or adjunct faculty members, provides leadership in assessment, curriculum planning, course revisions.
 - b. Service - Demonstrates the ability to contribute to the Division and the College by assuming and maintaining leadership roles in college governance, co-curricular activities (club advisor), or instructional technologies in the areas of assessment, curriculum, advising, and student services.
 - c. Professional Development - Demonstrates a commitment to professional development through successfully completing additional graduate hours or graduate degrees as required for this rank, maintaining professional licensure and/or certification in their field, serving as a leader or official representative on (state or national boards, advisory committees, or professional organizations) in the discipline or the field and effectively representing the College in this capacity, reading

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professional/ trade journals and incorporating current ideas and trends into their discipline; and/or developing, coordinating, and providing professional development opportunities within or without the college.

IV. Promotion Procedure

General Statement: Promotion of faculty is based upon the recommendation of the Division Chair, the VPAA, and the Promotion committee. Promotion in rank will not be granted routinely nor automatically because of length of service. With the exception of the Division Chair's initial determination of eligibility, it is based on the criteria for promotion to that rank under either the "Standard" or "Alternate" track, and the Chief Human Resource Officer's (CHRO) verification of completion of minimum educational requirements and years of service. Recommendations of the Division Chair and the Promotion Committee during the promotion process are not final. The VPAA makes all final promotion recommendations to the President. It is the applicant's responsibility to submit all application materials on or before the deadlines listed below:

1. The Faculty Assembly shall nominate a promotion committee at the beginning of each academic year, making every effort to ensure that each academic Division and each campus are represented in the composition of the committee. The committee shall include faculty ranks in the following distribution: three (3) Professors, 2 Associate Professors, 2 Assistant Professors, and two (2) instructors (including Instructional Specialists at this rank). Out of the nine members, five members (including at least 2 Professors) will serve on the Promotion Committee the following spring. Once candidates eligible for promotion have been identified, faculty who were nominated to this committee who have served as peer reviewers to the candidate for promotion will excuse themselves from the Committee to avoid a potential conflict of interests. Division chairs are also excluded from serving on the Promotion Committee. The CHRO will serve as a non-voting member. The Committee reports to the VPAA.
2. Applicants must submit an "Intent to Apply for Promotion" letter or email to the VPAA with a copy to his/her Division Chair on or before the last Friday in September of the application year. The VPAA will meet with the Promotion Committee on or before the first Friday in December. The purpose of the meeting is to select five members to review the applications for promotion in the Spring, determine if any conflicts exist between any Promotion Committee members and the applicants, and to select a Promotion Committee Chair.
3. The Division Chairs shall meet individually with each applicant on or before the last Friday in October. The purpose of the meeting is to review the promotion criteria, and determine eligibility to proceed in the process. Promotion Portfolio requirements will be reviewed with the applicant and a division mentor will be selected from within the division to assist and guide the applicant through the promotion process. Applicants are encouraged to begin assembling their Promotion Portfolios as soon as possible to insure that all submission deadlines are met.

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4. Applicants must complete Part I of the Request for Verification of Years of Service and Completion of Coursework Form and submit it electronically in printable PDF form to the Director of Human Resources on or before the fourth Friday in January of the academic year in which the application is made.
The CHRO will complete Part II of the Request for Verification of Years of Service and Completion of Coursework Form, retain a copy in the personnel file, and return a copy to each applicant on or before the second Friday in February.

6. On or before the third Friday in February each applicant must submit a hard copy of a complete Promotion Portfolio to the Human Resources Office located on the Wheeling campus. Applicants are not permitted to add anything to the Promotion Portfolio after this date. Promotion Portfolios are to be kept confidential insofar as is permissible by law and are not to be removed from the Human Resources Office. During the promotion process, review of the Promotion Portfolios is limited to Division Chairs, the five Promotion Committee members selected to review the applications, the CHRO, and the VPAA. Anyone reviewing a candidate's Promotion Portfolio must sign the Promotion Portfolio Log In sheet for that candidate.

7. On or before the 2nd Friday in March, The Division Chair shall review the Promotion Portfolios for each applicant, including Parts I and II of the Verification of Years of Service and Completion of Coursework form to confirm that the applicant meets the minimum education or training, relevant work experience, and years of service requirements for promotion in rank. The Division Chair will complete Part III of the Verification form and the Division Chair and Promotion Committee review form and make a written recommendation either for or against promotion, and place the originals in the candidate's promotion portfolio. If the applicant does not meet the minimum requirements (except for years of service if completed by the end of the current academic year as specified in Section II, # 4, p.3 of this document) , the applicant is not eligible for promotion in rank and the promotion process ends for that applicant. In this case, the Division Chair will send a copy of the Verification form and his or her review form and written recommendation to the applicant, with a copy to the VPAA within 7 working days, informing them of the reasons they are not eligible for promotion at this time, and making a recommendation about what criteria must be met in order for them to apply in the following year.

If the applicant does meet the minimum requirements (Years of Service requirements ONLY may be anticipated at the end of the application year, provided the applicant does complete the years of service requirements by the last Friday in May, to be verified by the HR office), the applicant is an eligible candidate for promotion in rank and the promotion process continues for all eligible candidates.

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8. The Division Chair will provide the VPAA with a written list of eligible candidates for promotion electronically on or before the third Friday in March. The VPAA will compile a list of all eligible candidates for promotion and forward it to the CHRO, the Promotion Committee Chair, and all members of the Promotion Committee on or before the fourth Friday in March.
9. Upon receipt of the list of eligible candidates for promotion, within 10 working days, each Promotion Committee member will individually review each eligible candidate's Promotion Portfolio by making an appointment with the Human Resources Office. Each Promotion Committee member will complete a Division Chair and Promotion Committee Member Review Form. The original completed Division Chair and Promotion Committee Member Review Form for each Promotion Committee member becomes part of the Promotion Portfolio.
10. The Chair of the Promotion Committee shall convene at least one meeting of the Promotion Committee members on or before the 2nd Friday in April (all of whom must be present in person, via telephone, or via electronic media) for the purpose of: (a) discussing the Promotion Portfolios/Promotion Committee Member Review Forms for each applicant; and (b) making a recommendation for or against promotion. The Promotion Committee's recommendation to the VPAA is determined by a majority vote.
11. The Chair of the Promotion Committee will collect and summarize the Division Chair and Promotion Committee Member Review Forms for each applicant and forward the summaries and copies of the forms to the VPAA on or before the third Friday in April. The Chair of the Promotion Committee will forward the original Division Chair and Promotion Committee Review Forms to the CHRO for placement in the Promotion Portfolios.
12. The VPAA may meet with the Promotion Committee Chair or the entire committee to discuss the recommendations but must do so on or before the first Friday in May.
13. The VPAA will make all final promotion recommendations on or before the fourth Friday in May (to allow for verification of completed years of service by the end of the application year) and will notify each candidate, in writing, of his/her decision on or before that date.
14. Faculty awarded promotion will be compensated as specified in WV Code §18B-8-3. Faculty cannot receive compensation for promotion and merit pay increments in the same year. Additional compensation, if funds are available, may be granted in the case of across the board raises authorized or mandated by the state, or if needed to bring faculty up to base for that rank, based on the current faculty compensation model, upon the recommendation of the VPAA and at the President's discretion.

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V. Promotion Portfolio

1. Applicants are encouraged to begin preparing Promotion Portfolios at the beginning of the academic year in which the application will be made. It is the responsibility of the applicant to insure that the Promotion Portfolio is complete and includes supporting documentation for the promotion in rank criteria. Applicants are encouraged to consult with their mentors when compiling supporting documentation for the Promotion Portfolio.

2. Promotion Portfolios must contain the following information and supporting documents:
 - a. Verification of Years of Service at the College and within the current rank and Completion of Course Work, education or training and years of relevant work experience form
 - b. Annual Faculty Evaluation documents for the past three-six years, depending on how long it has been since the last promotion (or since initial appointment for first promotion), including:
 - 1). Student evaluations
 - 2). Division chair evaluations
 - 3). Self-evaluation, including goals & accomplishment reports
 - 4). Documentation of meritorious activities
 - c. Minimum of Three (3) Peer Evaluation Instruments for Departments and Committees for application year.

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Recommended Formula for equivalent approved program hours and/or credit for work experience for initial placement in rank and/or promotion under "alternate" training & experience criteria:

CAREER/TECHNICAL PROGRAMS

Equivalent for Associate degree =

- *900 documented contact hours achieved through industry or discipline specific certification or training hours* (900 /15 = 60 credit hours) OR*
- *5 years full-time relevant work experience in the field OR*
- *3 years full-time relevant work experience in the field with licensure or certification*

Equivalent for Bachelor's degree =

- *1800 documented contact hours achieved through industry or discipline specific certification or training hours* (1800 /15 = 120 credit hours) AND*
 - *4 years full-time relevant work experience in the field*
- OR**
- *Associate Degree + 900 documented contact hours achieved through industry or discipline specific certification or training hours (900/15=60 credit hours) AND*
 - *7 years full-time relevant work experience in the field*

Equivalent for Bachelor's + 30 OR Master's =

- *450 documented contact hours achieved through industry or discipline specific certification or training hours* AND*
- *15 years of full-time work experience with licensure or certification appropriate to the field*

COLLEGE PARALLEL PROGRAMS

Equivalent for Master's +15 =

- *an additional 225 documented contact hours achieved through industry or discipline specific certification or training hours* (225/15=15) (since the time of the initial appointment OR since the last promotion) AND*
- *5 years full-time relevant work experience in the field*

Equivalent for Master's +30

- *an additional 225 documented contact hours achieved through industry or discipline specific certification or training hours* (since the time of the initial appointment OR since the last promotion) AND*
- *10 years full-time relevant work experience in the field*

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* *Candidates using the "alternate" criteria may use a combination of formal college coursework and alternate education or training hours, reducing the required # of contact hours of "alternate" education or training required by 15 per credit hour of formal college coursework completed. CEU's are counted on a 1:1 ratio, with 1 contact hour equal to 1 CEU, and will be calculated from documentation provided by the faculty member*

Revised (Date) 4/4/17

Approved - Vicki L. Riley, President
May 4, 2017

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PEER EVALUATION INSTRUMENT FOR DEPARTMENTS AND COMMITTEES

Faculty member being evaluated: _____

Division or Committee: _____ Date: _____

Based on your interaction with the faculty member in your division or committee, please assess the faculty member with regard to the listed characteristics. The possible responses are:

- 5. Excellent
- 4. Good
- 3. Average
- 2. Below Average
- 1. Poor
- N. No basis for judgment

- _____ 1. Attends meetings regularly and punctually.
- _____ 2. Communicates effectively.
- _____ 3. Works well with others in the group.
- _____ 4. Demonstrates initiative.
- _____ 5. Demonstrates leadership ability.
- _____ 6. Willingly accepts subcommittees assignments or other special tasks.
- _____ 7. Demonstrates timely completion of tasks.
- _____ 8. Respects the views of others.
- _____ 9. Demonstrates professionalism.
- _____ 10. Continues professional development.
- _____ 11. Demonstrates genuine concern for students.
- _____ 12. Participates and contributes to committee work.
- _____ 13. Works well with students outside of class.
- _____ 14. Demonstrates commitment to teaching excellence.
- _____ 15. Overall contribution to the group.

Summary

Comments on strengths:

Comments on recommended areas of improvement:

Additional comments:

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Signature and Date: _____

**REQUEST FOR VERIFICATION OF YEARS OF SERVICE
 AND
 COMPLETION OF COURSEWORK OR ALTERNATE PROFESSIONAL DEVELOPMENT ACTIVITIES
 AND
 YEARS OF RELEVANT FULL-TIME PROFESSIONAL OR TRADE EXPERIENCE**

Part I (To be completed by the faculty member)

FACULTY NAME: _____ YEARS OF WVNCC SERVICE _____
(completed no later than May 15 of the year application is made for promotion)

RANK APPLYING FOR: _____

PROMOTION HISTORY:
 Current rank: _____ Years in rank: _____
 Previous Rank: _____ Years in rank: _____
 Previous Rank: _____ Years in rank: _____

**COURSEWORK OR ALTERNATE PROFESSIONAL DEVELOPMENT ACTIVITIES FOR YEARS IN SERVICE
 REQUIRED FOR PROMOTION TO THIS RANK (insert additional rows to table if needed):**

NAME OF COLLEGE, UNIVERSITY, OR SPONSORING AGENCY OR ORGANIZATION	COURSE OR TITLE OF ACTIVITY	CREDIT OR APPROVED CONTACT HOURS EARNED	DATE OF COMPLETION

COMPLETION OF ADDITIONAL DEGREE(S):

NAME OF COLLEGE OR UNIVERSITY	DEGREE EARNED	DATE OF COMPLETION

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Part II (to be completed by the Chief Human Resources officer (CHRO))

_____ Years of service in current rank OR expected completion date of years of service (_____)

_____ Years of total service to WVNCC

_____ Education/Coursework requirements (*if candidate is using "Standard" criteria, official transcripts of completion of college coursework or degrees must be on file with the Human Resources office no later than the 3rd Friday in January of the application year*)

Date received by HR office: _____

Pursuant to the official transcripts in the personnel file, the above named faculty member has successfully completed the courses/credit hours and/or obtained the degree(s) listed above. The signature of the CHRO does not certify that the courses/degrees were approved by the Vice President of Academic Affairs and/or the faculty member's Division Chair to fulfill the educational requirements for promotion in rank. The signature below also verifies that the above named faculty member has completed, or is scheduled to complete the stated years of service to WVNCC and years in the rank listed.

 Signature of Chief Human Resources Officer

 Date

Part III (to be completed by the Division Chair) during or after review of applicant's personnel file, promotion portfolio, and other supporting faculty evaluation documents

Check below to signify if candidate has met the minimum eligibility requirements for the "Standard" or "Alternate" criteria:

Is candidate using "Standard" or "Alternate" criteria? _____ Standard _____ Alternate

_____ Yes _____ No Candidate has met (or is anticipated to meet) the minimum # of years of service to WVNCC

_____ Yes _____ No Candidate has met the minimum # of years of service in rank

_____ Yes _____ No Candidate has provided annual evaluations for each year since the last promotion, with evidence of above average to excellent faculty

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evaluations for the majority of years in previous rank *(as defined in Table 1)*

If candidate is using "Standard" criteria, have they met the minimum criteria for required educational credentials? Yes No

If candidate is using "Alternate" criteria, have they met the minimum criteria for:

a. Required # of hours of additional educational and/or training: Yes No

b. Required # of years of relevant full-time work experience: Yes No

Check one:

Candidate MEETS the minimum eligibility requirements for promotion in rank *(in this case, the candidate is informed that they are eligible for promotion, and the promotion portfolio is forwarded to the Human Resources office for review by the Promotion Committee).*

Candidate DOES NOT MEET the minimum eligibility requirements for promotion in rank *(in this case, the candidate is informed that they are not eligible for promotion during the current academic year via email or letter from the Division Chair, and what criteria they need to meet and by when in order to be eligible).*

Division Chair signature

Date _____

Part IV (to be completed by Faculty Chair of Promotion Committee after review of promotion portfolio

Check one:

The members of the Promotion Committee believe that the candidate MEETS the criteria for promotion in rank, and the promotion committee recommends the faculty member receive a promotion in rank, contingent upon completion of required years of service at WVNCC and completion of required years of service at their current rank by the last Friday in May of the current academic year.

The members of the Promotion Committee believe that the candidate DOES NOT MEET the criteria for promotion in rank based on the following:

Signature of Chair of Promotion Committee

Date

Part V (to be completed by the Vice President of Academic Affairs, and forwarded to Chief Human Resource Officer for placement in the faculty member's personnel file)

Check one:

Recommend candidate for promotion in rank

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_____ DO NOT recommend candidate for promotion in rank

Signature of Vice President of Academic Affairs

Date _____

Signature of Chief Human Resources Officer (CHRO)

Date _____

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Division Chair and Promotion Committee Member Review Form

Candidate: _____

Promotion Portfolio Contents/documents	1. Past evaluations since initial hire or last promotion included in promotion portfolio? 2. Did candidate include "peer evaluations" from members of at least 3 different groups or committees? 3. Did candidate include results of "student evaluations" for each year since initial hire or last promotion? 4. Did candidate include a comprehensive "self-evaluation" in the portfolio?	<p style="text-align: center;">Checklist</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
Do the candidate's evaluation ratings meet the required standard for the rank sought?	1. Did the candidate receive above average to excellent scores (meritorious) on the majority of evaluations since initial hire or last promotion? 2. Did the candidate receive above average to excellent ratings on the majority of peer evaluations? 3. Did the candidate receive above average to excellent ratings on the majority of student evaluations?	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
Self-evaluation	Please determine if evidence supports the types of behaviors & activities appropriate to the rank sought <ul style="list-style-type: none"> • Teaching effectiveness • Effectiveness of College Service • Professional Development/Growth 	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
Recommend for promotion	Comments:	<p>_____ Yes _____ No</p>

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Signature of Division Chair or Promotion Committee member

Date

PROMOTION PORTFOLIO REVIEW LOG

CANDIDATE: _____

	Reviewer Name	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____